



Townsend Council Meeting Minutes June 21, 2017

7:00 pm – Council Meeting

- I. Call to Order: 7:00 pm
- II. Opening Ceremonies
 - a. Roll Call: Mayor Rudy Sutton, CM Jermaine Hatton, CW Lorraine Gorman, CW Cindy Cook, CM Steve High, TE June Aquilino, TC Cathy Beaver
 - b. Pledge of Allegiance: Pledge was said
 - c. Recognition of Visitors: Dwain Haines
 - d. Announcements: Town Hall closed on Tuesday, July 4th. Enjoy the Holiday!
- III. Additions/Deletions to Published Agenda:
 - a. CW Cook deleted 7d, would rather do this at a Council meeting.
 - b. CM Hatton deleted 6a and 6c, neither is here.
 - c. CW Gorman motioned, CM High seconded with unanimous vote to accept the agenda with the above deletions.
- IV. Council Minutes - none
- V. Mayors Report
 - a. Discussion/possible vote to hire temporary office help
 - b. Mayor Sutton stated Council is all aware temporary help is needed in the office.
 - c. CM Hatton motioned, CM High seconded with unanimous vote to have TM Green hire a temp office helper.
 - d. Mr. Haines said he thought there was already someone working in the office. He has been away and asked for clarification.
 - e. Mayor Sutton said Dawn is a full time financial clerk and is working to fix all the errors from the past employee for audit purposes.
 - f. CW Cook added this position is part time for the summer months to help assist in the day to day duties so Dawn and Cathy can get the past work fixed and caught up.
 - g. CM High said this was a recommendation from Debbie Horn, the Town auditor. She made this recommendation a while ago and it got lost in the shuffle.
- VI. Reports
 - a. Town Attorney Fred Townsend III: not here
 - b. Town Engineers Aquilino Andres Jr.:
 - Have approved 14 out of 57 new home permits for Phase 3a and 3b in TVI.
 - TVII – Phases e and d – have approved 12 of 52 new home permits.
 - Just got 3 more permits tonight to review and approve.
 - CM Hatton said it will be close to 50 new home permits issued for the 2017 fiscal year.
 - TVII West street dedication – have been talking to the developer about their punch list and what they need to submit to do this.
 - CM Hatton asked if the dedication of the 1.2 miles of roads in TVI was used for our MSA numbers and TE Andres said yes.
 - CM Hatton asked if there is a timetable for the dedication in TVII West.
 - TA Andres said hasn't been given a time, haven't talked to developer, have talked to his consultant.

- CM Hatton asked TA Andres to ensure the developer sets up an escrow account for snow removal when TVII West is dedicated; the Town won't get any money for the roads until September 2018.
- Mayor Sutton asked for an update on the LED lighting.
- TA Andres said isn't sure how the program works, talked to the director of the Delaware Sustainable Energy Group. There are consultants that do studies. The director emailed me and said he has no consultants interested in doing this project and they suggested we go another route. I'm waiting to see if there will be any cost involved and will discuss it at a later meeting.
- CM Hatton said there is no cost benefit for them to do this project with the tariff agreement the Town has.
- CM High asked what other course of action we can take.
- TA Andres said they suggested the Town write a letter requesting to participate in the LED pilot program.
- CM Hatton said Delmarva already ran a pilot program in Maryland to see if the LED lights will work. Problem is Delmarva's inventory and selection isn't wide enough to ensure it will reduce prices. Delmarva is looking at other outlets to purchase lights at a cheaper cost.
- CM High said the NCC National Guard airport has solar lights on every light pole, have had them for 6-7 years. He asked TA Andres to inquire about them, overall cost, etc. so we have something to compare to.
- CM Hatton said Delmarva would have to approve us installing LED as they own the poles.
- Mayor Sutton said he talked to Direct Energy to supply our electric cheaper but will still be using Delmarva lines and poles and paying those fees.

c. Town Manager Dawson Green: not here

VII. Committee Reports

a. Finance: Chair – CM Jermaine Hatton

- Discussion/possible vote on streetlights
 - I.** CM Hatton stated we need to vote on something with the streetlights.
 - II.** CW Gorman motioned to put the projected cost of streetlights in with the trash bill monthly and divide the cost evenly amongst all residents.
 - III.** CM Hatton stated TA Townsend must do the ordinance first.
 - IV.** Mayor Sutton stated we must motion first and Fred will then write the ordinance. Noting will go into effect until the ordinance is passed.
 - V.** CW Cook seconded the motion.
 - VI.** CM Hatton stated he is not for having everyone share the cost evenly; feel the districts would be fairer across the board. I know what the dollars would be; everyone paying their fair share based on location is fairer across the board.
 - VII.** CW Cook stated we are talking 2-3 dollars difference per district.
 - VIII.** Mayor Sutton asked for the dollar amounts.
 - IX.** CM Hatton said what you deem the Heart of Town - \$9.00, TS - \$15.00, TVI - \$12.00, TVII - \$14.00. It would make more sense to break down TVII east and west and both would be around \$15.00.
 - X.** CW Cook said all the lights are used by the residents Town wide and the police have stressed how important lighting is to deter crime. To continue to unify the Town as a whole, it makes sense to us to add the bill to the trash bill and have it one price for all.
 - XI.** Mayor Sutton asked CM Hatton what the numbers would be based on districts, based on his numbers with how many poles in each district?

- XII.** CM Hatton said based on his numbers, he doesn't know where CW Gorman got her numbers; the price would be around \$13.00 per household.
- XIII.** Mayor Sutton stated that would be around 80% and give us a small safety net if the bills come in higher.
- XIV.** CW Gorman stated we have to consider future streetscapes and the pole rental for the streetscape; are we going to hit Old Town with a higher cost or absorb it with everyone else having the same bill across the board. We are one community. If we get MSA, or we are able to do something to reduce the costs of the street lights, the cost to the residents would go down. We are also researching grants and everyone would benefit.
- XV.** It was established the developer has been paying for the lights in TVI and TVII, MSA funds have been paying for the lights in Old Town and TS.
- XVI.** Mayor Sutton called for a vote. Aye – CW Gorman, CW Cook, Nay – CM Hatton, CM High. Mayor Sutton stated we have a tie and he is going to vote to split the cost amongst all residents and voted aye. Motion carried.
- XVII.** We will have Fred draft an ordinance to move this forward.
- Discussion/possible vote to approve FY 2018 budget
 - I.** CM Hatton motioned to approve the budget for FY 2018 with total revenues at \$820,300 and \$820,300 in expenditures; a balanced budget. CW Gorman seconded with unanimous vote.
 - II.** Mr. Haines said if everyone pays the streetlight bill, what will happen with the MSA funds that have been paying the streetlights.
 - III.** Mayor Sutton stated the funds will be used to maintain streets and sidewalks.
 - IV.** CM Hatton added it is also used for snow removal. We only get approximately \$24,000 per year in MSA funds.
 - V.** Mr. Haines stated he doesn't agree with having the residents pay for the streetlights, keep giving us more bills and get nothing in return. Seriously considering moving out of Town.
 - VI.** CW Cook said she understands but Council doesn't want to raise taxes. School taxes are going up again and it is getting far too expensive to live in Delaware. We are a working man's Town and we want to keep costs down. It is ridiculous what Delmarva is doing to us. This is a no win situation. Council will continue looking into other avenues to reduce this new cost.
- b. Public Works: Chair – Mayor Rudy Sutton
 - Vote to ratify contract w/Baileys Landscape – sprinkler system at Town Hall
 - I.** CM Hatton motioned, CM High seconded to hire Bailey's to turn on the sprinkler system, flush it and turn it off at the end of the summer. Vote unanimous.
 - II.** The water tower on Lattomus Street is down and gone.
- c. Land Use & Development: Co-Chairs – CM Jermaine Hatton & CW Lorraine Gorman
 - CW Gorman stated she went to a meeting in New Castle County with the new director, Rich Hall. They are going to hold quarterly meetings and would like to bring all Towns on board to see how all can help each other. They will be holding classes and they hope Towns will attend. It was a great meeting, hope a working relationship with NCC Planning department is off to a great start.
- d. Community Relations: Chairs – CW Cindy Cook – deleted from agenda
 - Award Townsend Scholarship
- e. Veterans Committee: Co-Chairs – CW Cindy Cook & CM Steve High
 - CM High said in 2009 Townsend had a recognition event for all Townsend veterans. It was a huge success and included current vets back to WWII. Am now in the

brainstorming stage trying to figure out what we want to do for our veterans moving forward.

f. Public Safety: Chair – CM Steve High

- Have a punch list of items to coordinate with Lt. Hudak on upcoming events.
- We have a stop sign down/missing in TVI at you leave the development.
- CW Cook said to talk to TM Green about this; he has been working on it for about 3 weeks.
- CM High said he is trying to figure out if forming a neighborhood watch would be effective; there is some interest. Several residents have said they would walk around at night; would be cheap. We would give all volunteers a hat and vest and they will carry a notebook to write down anything they see.
- CW Cook suggested we hold an event in the park for all who are interested and everyone involved; day and night patrols.

g. Parks & Recreation: Chair – CW Lorraine Gorman

- National Wildlife Update – Butterfly Garden Planting
 - I. The browning will be planting the garden tomorrow night at 6:00 pm.
 - II. Willey's donated all the plants.
 - III. The Transcript has a new reporter starting Monday and will do a story on this.
 - IV. National Pollinator day is tomorrow also.
- Movie Night Under the Stars – Friday, July 7, 2017
 - I. Pete's Dragon is the movie. The Big Friendly Giant will be shown in August.
 - II. Face Painting Frenzy will be there at 7:00 pm doing face painting for free.
 - III. Still looking for a vendor for the event, Candy Connections is committed to "Music on Main Street" in Middletown on July 7th.
- Town Fair – Saturday, September 23, 2017
 - I. 25 vendors have already signed up.
 - II. Still looking for more parade participants and sponsorships.

VIII. Citizens Comments & Participation

- a. Mr. Haines asked if Delmarva is done putting poles in on Commerce Street.
- b. Mayor Sutton said he isn't sure on the progress, TM Green hasn't reported anything but call me tomorrow and I'll have an answer for you.
- c. CM Hatton asked if we need to vote on the two proposals in our folders.
- d. Mayor Sutton said we aren't voting tonight; these are 2 estimates TM Green wanted Council to review. One is an estimate for fencing around the trash dumpster at the park and one is a bid for fixing the light at the gazebo in the park by replacing the photo cell. We still need clarity on these bids. Council all said this is the first time they have seen these bids.

XII. Adjournment: CM High motioned, CM Hatton seconded with unanimous vote to adjourn at 7:53 pm.
